



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PROPERTY & SALVAGE COORDINATOR

Class No. 002620

■ CLASSIFICATION PURPOSE

To coordinate and oversee the operation and staff of the Property & Salvage section; to arrange for use and/or sale of salvage property; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This single position class is allocated to the Department of Purchasing and Contracting. The Property & Salvage Coordinator directly reports to the Director, Purchasing and Contracting, and is responsible for planning and coordinating the countywide inventory of surplus and recyclable property disposed through auction, donation, and competitive bid for sale, or by transfer or loan to various county departments including those transferred from other government or public agencies utilizing the counties redistribution services. This class differs from the next lower class, Senior Property & Salvage Worker in that this class receives, stores and provides for the maintenance and control of inventory and provides lead direction to staff controlling, storing, and moving property and salvage.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Coordinates the operation of the Property & Salvage section in receiving, storing, redistribution, and auctioning of a variety of items.
2. Supervises subordinate staff.
3. Determines proper storage requirements for a variety of items and ensures warehouse safety.
4. Arranges for property disposal, refurbishment, or transfer of surplus property by periodic or electronic auctions.
5. Prepares inventory control and other statistical reports for the department's administration.
6. Formulates and implements policies and procedures that apply to all user departments in the disposal of items.
7. Maintains fixed asset inventory accounting data.
8. Acts as liaison between Purchasing & Contracting and other County departments, outside agencies, vendors, and the public.
9. May assist in identifying disposal outlets and in reviewing bids for surplus property.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Procedures and methods of storing and receiving variety of items.
- Procedures of inventory.
- Safety methods practiced in disposal of properties.
- Salvage operations and outlets.
- Personnel management including supervision and training.
- Hazardous material regulations.

- Principles of auctioning.
- Principles and techniques of program planning, implementation and administration.
- Budgetary formulation practices and controls relative to cost determinations and scheduling of materials, personnel, and activities in Property & Salvage section.
- County customer service objectives and strategies.

Skills and Abilities to:

- Coordinate and evaluate the activities of the Property & Salvage section.
- Supervise and train subordinate staff.
- Formulate and implement Property & Salvage policies and procedures.
- Collect, analyze, and evaluate information to plan, or forecast future requirements for the operation of the Property & Salvage section.
- Maintain transaction records, logs, and files.
- Layout and arrange warehouse storage area.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Bachelor's degree from accredited U.S. college or university or foreign studies equivalency in business administration (with an emphasis in materials management and property disposal); OR
2. Two (2) years of supervisory or administrative experience in coordinating and performing inventory control and material salvage operations for centralized property or salvage operation in a large public or private agency; OR
3. One (1) year of experience as a Senior Property & Salvage Worker with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

When requested, incumbents will be required to work overtime and weekends several times per year during countywide public auctions.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 25, 1982
Revised: April 11, 2003
Reviewed: Spring 2004